

## **CONTINUING EDUCATION COURSE EVALUATION**

Evaluating a continuing education activity requires a systematic process by which a judgment is made about the consequences, results, effects, or merit of a continuing education activity in order to make subsequent approval decisions and determine if the learning objectives were met. This requires a written or practical examination and a course evaluation.

The type of course evaluation may vary according to the instructor, content of program, number of participants and method of presentation. The CE provider must develop an educational tool that includes the evaluation of the following factors:

### **Instructor Evaluation:**

1. The information was presented in a clear and understandable manner.
2. The instructor demonstrated a strong working knowledge of the material.
3. The instructor maintained a professional environment.
4. The instructor was effective and facilitated the learning experience.

### **Course Evaluation:**

1. The course met the stated objectives.
2. The course was relevant and met the learner's professional needs.
3. The handouts and/or audiovisual aids were appropriate.
4. The teaching method(s) were appropriate.
5. The facility, space lighting and acoustics were adequate.
6. The strengths of the course.
7. Recommendations for improvement of the course.
8. Additional comments.

The CE provider has the option of retaining, for a period of 4 years, all the original evaluations or developing a summary of each individual course. The evaluation summary may be substituted for the original evaluations as long as the summary includes all ratings and comments.